

**SAMPLE LETTER FOR VOIDING CITATIONS**



**DEPARTMENT OF POLICE**

**ISIAH LEGGETT**  
*County Executive*

**J. THOMAS MANGER**  
*Chief of Police*

(DATE)

Motor Vehicle Administration  
Administrative Adjudication Division  
6601 Ritchie Hwy NE, Rm. 213  
Glen Burnie, MD 21062

RE: Citation(s) # \_\_\_\_\_

Dear Sir,

Please void the attached traffic citation(s) that has (have) not been issued. The citation(s) is (are) being returned because \_\_\_\_\_ <specify one of the following reasons> \_\_\_\_\_ (the officer made errors in completing the citation, the citation was damaged or lost, the officer has retired or is longer employed by this agency). The citation(s) is (are) assigned to Officer < name>, <ID#>, through Agency MCP B15.

Thank you for your cooperation.

\_\_\_\_\_  
<signature>

Title (Cmdr., Capt., Lt.)  
District/Section

INITIALS:initials

Enclosure

cc: Name, Title